



Arnold Schwarzenegger - Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency

PROMOTIONAL EXAMINATION
CALIFORNIA DEPARTMENT OF
REAL ESTATE

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California State Government - An Equal Opportunity Employer

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

SENIOR DEPUTY COMMISSIONER

HOW TO APPLY	Applications (Form Std. 678) must be postmarked no later than the application deadline. Applications postmarked, personally delivered or received via interoffice mail after the application deadline will not be accepted for any reason.
WHERE TO APPLY	DEPARTMENT OF REAL ESTATE 2201 BROADWAY, Attn: (MC) PO BOX 187000 SACRAMENTO, CA. 95818-7000 Testing Information: (916) 227-0802
	Note: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.
APPLICATION DEADLINE	October 6, 2004
PANEL INTERVIEW	It is anticipated that interviews will be held during November/December 2004
SALARY RANGE	\$4350 - 5249
ELIGIBILITY REQUIREMENTS	Applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of October 6, 2004 in order to compete in this examination.
MINIMUM QUALIFICATIONS	<p>All applicants must meet the education and/or experience requirements for this examination by the application deadline. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base, civil service class titles, and duties. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><u>Either I</u></p> <p>Experience: One year of experience in the California state service performing the duties of a Deputy Commissioner, Department of Real Estate (Range D).</p> <p><u>Or II</u></p> <p>Experience: Two years of experience in the California state service performing the duties of a Deputy Commissioner, Department of Real Estate (Range C).</p> <p><u>Or III</u></p> <p>Experience: Three years of experience in one of the following:</p> <ol style="list-style-type: none">1. Sale or exchange of farm, residential or business properties; or2. Negotiating for real estate loans in a bank, realty office or savings and loan (requires extensive dealing with the public); or3. Performing the duties of an Escrow Officer in a bank, realty office, savings and loan, escrow or title company; or4. Independent field investigative experience in civil or criminal law enforcement with a private or governmental agency. <p><u>And</u></p> <p>Education: Equivalent to graduation from college (four-year bachelor degree or equivalent degree diploma) approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10, and with any major but preferably with specialization in real estate, law, finance, criminal justice, or public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years; however, in all cases a minimum of two years of college is required.)</p> <p>Special Personal Requirements – Demonstrated ability to act independently, with flexibility and tact.</p>
JOB: DESCRIPTION	Under direction a Senior Deputy Commissioner, Department of Real Estate, works independently with primary responsibility for a major function or activity in the Department of Real Estate. Positions are assigned difficult and complex work in conjunction with specific functions or activities within the Department; incumbents perform specialized analysis and investigations. Tasks at this level include: prepare, review and revise departmental publications; review mortgage loan broker advertisements and loan procedures; expedite subdivision files; review and approve advanced fee contracts.
POSITION LOCATIONS	Positions are located in Sacramento, Los Angeles, Fresno, Oakland, and San Diego. Locations are subject to change depending on operational needs of the Department and could include other locations.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAM
INFORMATION

The examination will consist of an interview with a pre-exposed exercise weighted 100%. Candidates will appear prior to the interview and be given an exercise that is representative of the types of situations or questions encountered by Senior Deputy Commissioners. Candidates will spend this time prior to the interview preparing to discuss with the panel how they would handle these situations. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Scope:

A. Knowledge of:

- 1. Review or investigative techniques including planning and organizing.
- 2. General principals and concepts used in project review, writing and analysis.
- 3. The California Real Estate Law, Department of Real Estate rules, regulations, policies, and procedures.
- 4. Department of Real Estate organization and functions.
- 5. Related legal opinions.
- 6. Methods, laws and procedures controlling the subdivision of lands, and time share regulations.
- 7. Investigation methods, evidence and procedures applicable to criminal and administrative proceedings.
- 8. Advanced fee and mortgage loan broker laws, rules and regulations.
- 9. Publication procedures and policies.
- 10. Out-of-state Subdivision regulations and time share and undivided interest procedures and regulations.

B. Ability to:

- 1. Gather, compile, analyze, and interpret data.
- 2. Prepare clear, concise correspondence and reports.
- 3. Work under pressure and in adversarial situations.
- 4. Employ strong interpersonal skills.
- 5. Communicate effectively.
- 6. Reason logically and creatively and use a variety of analytical techniques.
- 7. Consult and advise interested parties on cases, files or related materials.
- 8. Interpret and apply provisions of the California Real Estate Law and the law governing Subdivided Lands Act; related legal opinions and court decisions and Department of Real Estate policies, procedures, rules and regulations.
- 9. Gain and maintain the confidence and cooperation of others.
- 10. Independently perform complex, specialized analysis projects and functions within the Department.
- 11. Serve as leadperson and expert resource as necessary.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established for the Department of Real Estate. The list will be abolished 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS
PREFERENCE

Veterans Preference credit is not granted in promotional examinations.

It is an Objective of the State of California to Achieve a Drug-Free Work Place. Any applicant for State Employment will be expected to Behave in Accordance with this Objective Because the Use of Illegal Drugs is Inconsistent with the Law of the State, The Rules Governing Civil Service and the Special Trust Placed in Public Servants.
Only individuals lawfully authorized to work in the United States will be hired.

GENERAL INFORMATION

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate’s responsibility to contact the Department of Real Estate Personnel Office (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. The candidate's performance in the examination described on this bulletin will be rated against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.
TDD: 1-800-735-2929 From Voice Phones: 1-800-735-2922

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